

Course Overview:

Through Telework And Telecommuting your employees will see a great improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. Your participants will establish the additional skills needed to be successful in their work from home environment

Course Objective:

- Know the skills required for working outside the office
- Learn keys to proper self-management
- Learn ways to manage time efficiently
- Know different methods of organization and planning
- Identify various forms of communication and their proper use
- Address and resolve challenges that teleworkers can face

Course Outline:

- Self-Management.
- Time Management.
- Organizing and Planning.
- Communication.
- Self-Management.
- Solving Problems on Your Own.
- Being and Staying Motivated.
- You Have More Freedom – Don't Abuse It.
- You and Only You are Accountable.
- Recognize and Remove Bad Habits.
- Reflect on Mistakes and Learn from Them..
- Establish Good Habits.
- Be Assertive with Yourself.
- Organizing and Planning.
- Open and Frequent Communication.
- Share Your Information.
- Have a Collaborative Attitude.
- Building Trust and Rapport.
- Feeling Isolated.

Who Should Attend:

Managers, team leaders and supervisors who are looking for performance improvements on both an individual and team basis.

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation